



Falls City Oregon City Council Meeting

Monday, February 14, 2022 at 6:00 pm

Meeting Location

320 N Main St • Falls City, OR 97344



How to Attend and/or Participate

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in:
 - a. 1-253-215-8782
 - b. Meeting ID: 878 7406 4319
 - c. You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: Zoom Webinar <https://us06web.zoom.us/j/87874064319>
 - a. You will be muted but may “raise your hand” to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email. a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

1. CALL TO ORDER & ROL CALL

Mayor TJ Bailey, Councilor Jennifer Drill, Council President Houghtaling, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATIONS, & PROCLAMATIONS

4. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing

points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

Please limit your commentary to (3) minutes or less.

5. PUBLIC HEARINGS

Public comment will be allowed in items appearing on the section of the agenda following a brief staff report representing the item and action requested.

a. Housing Rehabilitation Project Competition

Attachments:

- **Public Hearing Notice for Project Completion** (Public_Hearing_close_English.doc)

b. Variance 2021-03 - Falls City Schools

Attachments:

- **Variance 2021-03** (VAR_2021-03_SR.pdf)
- **Exhibit A** (Exhibit_A-_Application_Form.pdf)
- **Exhibit B** (Exhibit_B-_Narrative.pdf)
- **Exhibit C** (Exhibit_C-_Site_Plan.pdf)

6. CONSENT AGENDA

a. January 10, 2022 Minutes

Attachments:

- **January 10, 2022 Council Minutes** (2022.01.10_Council_Minutes.pdf)

b. Business License - Falls City Market

Attachments:

- **Business License Application** (Business_License_-_Falls_City_Market.pdf)

7. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

- a. Mayor's Report**
- b. Councilor Comments**
- c. Park & Rec Committee Report**
- d. Public Works Committee Report**
- e. Historic Landmark Committee Report**

8. REPORTS FROM CITY MANAGER & STAFF

a. Falls City Fire Report

Attachments:

- **Council Report** (Council_report_for_jan_22_council_mtg.docx)
- **Fire Activity Report** (FCFD_Volunteer_activity_mo_report_2-2022.docx)
- **SW Polk Mutual Aid Calls 2018-2021** (SWF-FCF_AID_ONLY_TOTALS_2018-21.docx)

- b. Polk County Sheriff's Report**
- c. Falls City Public Works Report**
- d. City Manager's Report**

Attachments:

- **City Manager's Report** (2022.2.14_Monthly_Manager_s_Report.pdf)
- **City Manager's Report Attachment A** (2022.2.14_Manager_s_Report_Attachment_A_SLFRF-Final-Rule-Overview_Abridged.pdf)
- **CUSI Utility Billing Software** (2-2022_SR_CUSI_Software_Upgrade.pdf)
- **CUSI Attachment A** (Attachment_A_CBSW_to_UMS_Update.pdf)
- **CUSI Attachment B** (Attachment_B_Falls_City_UMS_Update_Quote2.pdf)

9. GOOD OF THE ORDER

10. ADJOURN

Posted for Public at Frink's Hardware, City Hall Bulletin Board, Community Center, & Falls City Website

Contact: Jeremy Teal, City Recorder (jteal@fallscityoregon.gov 503.787.3631) | Agenda published on 02/10/2022 at 3:04 PM

PUBLIC NOTICE AND NOTICE OF PUBLIC HEARING

Falls City is completing a Housing Rehabilitation project funded with Community Development Block Grant (CDBG) funds from the Oregon Business Development Department (OBDD). The location of the project is in Falls City and all of Polk County outside of West Salem. It is estimated that the Housing Rehabilitation project has benefited at least 40 persons of whom 100% are low or moderate income.

A public hearing will be held by the Falls City Council at 6:00PM on February 14, 2022 in the Community Center at 320 North Main Street, Falls City, Oregon. Council is meeting via Zoom during the pandemic. You can join the City Council meeting via Zoom by opening the City webpage at <https://www.fallscityoregon.gov/city-council> and clicking the join here link.

The purpose of the hearing is for the Falls City Council to obtain citizens views about the project and to take comments about the local government's performance. Written comments are also welcome and must be received by 4:00PM on February 11, 2022 at Falls City City Hall 299 Mill Street, Falls City, OR 97344 or you can email City Council c/o info@fallscityoregon.gov. Both oral and written comments will be reviewed by the City Council on February 14, 2022 at the public hearing.

While the location of the hearing is accessible to the disabled, participation at this time is only possible via Zoom with the link to join the hearing available on the city website at <https://www.fallscityoregon.gov/city-council>. Please contact Athena Warren at 503.787.3631 if you need any help accessing the Zoom link in order to the attend or participate in the hearing.

More information about the Oregon Community Development Block grant program and the project is available for public review at City Hall located at 299 Mill Street, Falls City, OR 97344. Advance notice is requested by calling the City at 503.787.3631.



STAFF REPORT

VARIANCE 2021-03 (File #VAR 21-03)

STAFF REPORT: FEBRUARY 7, 2022

CITY COUNCIL HEARING DATE: FEBRUARY 14, 2022

APPLICANT/OWNER: Falls City Schools

ZONING/COMP. PLAN DESIGNATION: Residential (R)/Residential (R)

LOCATION: 111 North Main St.

SIZE: 0.25 acres

TAX LOT: 8 6 21BD, Lot 100

CRITERIA: Falls City Zoning and Development Ordinance 3.202

EXHIBITS:

Exhibit A:	Variance Application
Exhibit B:	Variance Narrative
Exhibit C:	Proposed Site Plan

I. REQUEST

The applicant is requesting a variance from the locational standards of FCZDO 2.203.02.A, which states that accessory structures must be located in either the rear or interior side yard. The applicant has submitted a building permit for a modular classroom as shown on the attached Exhibit C. The proposal places the modular classroom in the front yard of the property on the Eastern portion of the subject parcel, adjacent to the access driveway. Approval of the variance application does not constitute approval of the building permit.

II. PROCEDURE

According to the Falls City Zoning and Development Ordinance (FCZDO), Subsection 3.102.C, the City processes Variance applications as Type III actions. FCZDO section 3.105 explains the procedures for Type III actions. In accordance with FCZDO section 3.105, notice of the Variance application and hearing mailed to property owners within 250 feet of the subject property on January 25, 2022. The applicable criteria upon which Variance applications are reviewed are found under Falls City Zoning and Development Ordinance 3.202.

III. APPEAL

The decision of the City Council shall be the final land use action on the application unless appealed to the Land Use Board of Appeals (LUBA).

IV. BACKGROUND

On Site. The site is currently developed and is occupied by Falls City High School and the high school gymnasium. There is also a 4,240 SF shop structure located in the Southeastern corner of the property as identified on the site plan. Access to the subject property is taken from N. Main St. via an access driveway on the Eastern end of the property. The driveway loops East-West behind the school and gymnasium structures.

Surrounding. The subject property abuts properties zoned residential to the East, West, and South and , properties zoned Commercial across Main St. to the North. The school football field is located to the South, with residential structures abutting the property to the East and a Church to the West.

V. REVIEW STANDARDS AND CRITERIA

FCZDO section 3.202.E. states, "The Planning Commission may allow a variance from a requirement or standard of this Ordinance after a public hearing conducted in accordance with the review procedures, provided that the applicant provides evidence that the following circumstances substantially exist. Approval shall not be granted unless each of these criteria is met.

- A. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this Ordinance, topography, or other circumstances substantially exist.*

FINDINGS: While Falls City High School is located within the residential zone, it is a public use. Unlike the typical residential uses in the zone, the school has a unique layout with limited space for the modular classroom to be located in. The only available location for the modular classroom is slightly within the front yard, as proposed by the applicant. The provision to be varied is intended to limit property owners from placing sheds or other accessory structures within the front yard in order to maintain the aesthetic quality of the residential neighborhood. The applicant has also stated that the location of the classroom within the front yard provides easier access to utilities in the street and allows for the development of a future playground between the proposed site and the primary structure. Staff finds that the existing use and the existing layout of the property meets the "exceptional or extraordinary circumstances" standard of criterion A.

- B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or zone.*

FINDINGS: As shown in Exhibit C, there is limited space for the placement of a modular classroom on the school property. As discussed, the school use is not a typical use within the R zone. The subject property is the only public use in the Residential zone, and therefore do not have the same site restrictions as the subject property.

- C. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.*

FINDINGS: Staff finds that the allowance for the placement of the modular classroom within the front yard will not be materially detrimental to the public welfare or injurious in any form. The modular classroom is necessary to provide service to students attending the high school and will not have any negative aesthetic impact on the neighborhood.

D. That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.

FINDINGS: The application for variance is based on the available space for the modular classroom. Because of the layout of the school property places the school and gym structures on the front half of the property, it is necessary that a new classroom is in proximity to the existing structures for ease of access and safety of the students. Staff finds that the need for the variance is not a result of violation of the FCZDO.

E. The variance requested is the minimum variance which would alleviate the hardship.

FINDINGS: Exhibit C shows the proposed location of the modular classroom. As defined in Section 1.202 of the FCZDO, the front yard is that in front of the horizontal building line of the primary structure. Because the standard to be varied is not quantitative, the minimum variance needed is the allowance for the placement of the modular structure in the front yard of the subject property.

- F. Strict adherence to the requirement or standards is unnecessary because the proposed variance will reasonably satisfy both of the following objectives:*
- a. Grant the variance will not create significant adverse effects to the appearance, function or safety of the use on the subject property; and*
 - b. Granting the variance will not impose limitations on other properties in the area, including uses which would be allowed on vacant or underdeveloped sites.*

FINDINGS: Staff finds that the front setback reduction will have no detrimental effect on the safety, appearance, or use of the subject property.

G. Approval of the application does not conflict with policies and objectives of the Comprehensive Plan.

FINDINGS: Staff finds the approval of the Variance application does not conflict with the policies and objectives of the Falls City Comprehensive Plan.

VI. SUMMARY FINDINGS, RECOMMENDATION, AND CONDITIONS OF APPROVAL

Based upon the findings contained in the staff report, staff recommends approval of the proposed variance with the following condition:

- 1) The applicant shall receive building permit approval from both Falls City and Polk County prior to the development of the proposed home on the subject property.
- 2) The classroom shall be ADA accessible.

VII. SAMPLE CITY COUNCIL ACTION

- A. Adopt the findings in the staff report and approve Variance 2021-03 with conditions.
- B. Deny Variance 2021-03 and state how the submitted application does not meet the applicable approval criteria.
- C. Postpone or continue the public hearing to a time certain, or indefinitely (considering the 120-day limit on applications).

City of Falls City
Land Use Application

File # VAR 21-03 Page 10
Date Rec'd: RECEIVED DEC 01 2021
Fee Paid: \$1800.00
Receipt No.: 759452
Rec'd By: JW

Type 1-A Action:

- ☐ Access Permit
- ☐ Home Occupation Permit
- ☐ Property Line Adjustment
- ☐ Manufactured Home Placement Permit
- ☐ Sign Permit
- ☐ Certification of Appropriateness (COA)
(Historic Preservation Officer)

Type IV Action:

- ☐ Annexation
- ☐ Zone Change
- ☐ Comprehensive Plan Map Amendments
involving more than five (5) adjacent land
owners

Type 1-B Action:

- ☐ Flood Plain Development Permit
- ☐ Site Design Review
- ☐ Temporary Hardship Dwelling
- ☐ Partitions
- ☐ Property Line Adjustments with Discretion

Other

- ☐ Pre-Application Conference

Type II Action:

- ☐ Code Interpretation (standalone application)
- ☐ Modification to Approval
- ☐ Partition Plat Modification

Type III Action:

- ☐ Comprehensive Plan Map Amendments
involving 5 or fewer adjacent land owners
- ☐ Conditional Use Permit
- ☐ Manufactured Home Park
- ☐ Planned Unit Development
- ☐ Subdivision
- ☒ Variance
- ☐ Non-Conforming Use
- ☐ Certificate of Appropriateness (COA)
(Historic Landmark Commission)
- ☐ Designation of a Historic Resource to the
Local Landmark Register
- ☐ Removal of a Historic Resource from the
Local Landmark Register

*see PDF Plans
for site review &
any questions.*

*\$800.00 Variance
\$150 Building Permit*

City of Falls City – SITE PLAN FORM

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be **current**, drawn to scale, and show **all property lines**.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- ☒ 1. NORTH ARROW.
- ☒ 2. SCALE OF DRAWING.
- ☒ 3. STREET NAME accessing the parcel.
- ☒ 4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
- ☒ 5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS –existing and proposed and label as "Paved" or "Gravel." Show driveway to public right-of-way.
- ☒ 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
- ☒ 7. UTILITY LINES AND EASEMENTS.
- ☒ 8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.

NA ☐ 9. WELLS – existing and proposed on this parcel and adjacent parcels within 100 feet.

NA ☐ 10. FENCES, RETAINING WALLS – location of existing and/or proposed.

NA ☐ 11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as "Parcel 1", "Parcel 2", etc. and proposed parcel sizes.

NA ☐ 12. SEPTIC SYSTEM and REPLACEMENT AREA – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).

NA ☐ 13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.

NA ☐ 14. CUTS/FILLS – show existing and proposed.

☒ 15. ELEVATIONS – at lot corners or construction area and at corners of building site.

NA ☐ 16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

NA ☐ 17. TEST HOLES – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.

NA ☐ 18. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

Commercial development must also include the following:

☒ 19. FIRE DEPARTMENT ACCESS

☒ 20. FIRE HYDRANTS –locations

☒ 21. HANDICAP ACCESS

☐ 22. LANDSCAPING – existing and proposed landscaping areas.

☒ 23. PARKING – lot configuration, number of parking spaces, and off-street loading area.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

Property Owner (s) Name: Falls City Schools Phone: 503 787-3521
 Site Address: 111 N Main St City: FC Zip 97344

Applicant(s) Robert A Young Telephone: 503 910-2414
 Address: 138 Carey Ct F.C. Ore
 Owner(s): Falls City Schools Telephone: 503 787-3521
 Address: 111 N Main FC
 Engineer/Surveyor: Seacon Drafting Telephone: 503 949-1868
 Address: 766 SE Meschutes Dallas Ore 97338

General Information

Map Page and Tax Lot No.: Tax Lot 100 Zone: _____
 Location: 111 N Main St
 Legal Description: T8S R6W Sec 21 BN
 Existing Zoning/Comprehensive Plan Designation: School
 Current Use/Structures: School
 Proposed Use: School Pre K Building
 Topography: Flat
 Surrounding Uses: North: Homes
 South: Football
 East: Home
 West: Gym

Acreage of Site: 3.76

Number/Size of New Lots or Parcels: N/A
 (Attach site map, if applicable)

Natural Features/Hazards of the Subject Site: N/A

Public Utility Providers (gas, electric, water, sewer, telephone): City PPL Spectrum

Easements: _____

Volume and Page Number _____

(As recorded in the office of the County Clerk)

Deed Restrictions: _____

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

SUBMITTAL REQUIREMENTS: Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

Art Hughes
Applicant(s) Signature

11/30/2021
Date

Applicant(s) Signature

Date

.....
We, the following:

Name: Falls City School Dist #57 Telephone: 503 787-3521

Address: 111 N Main St

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

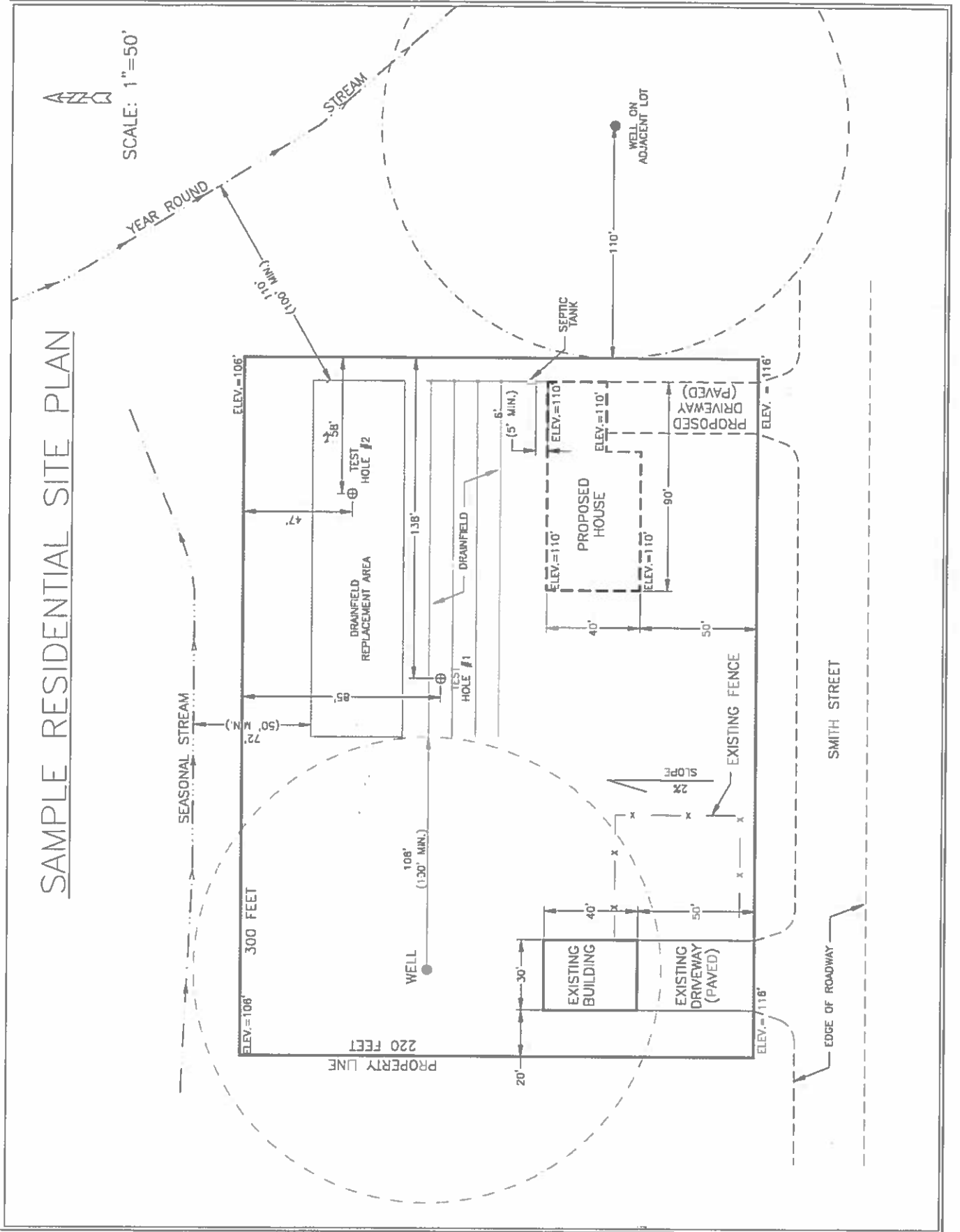
Dated this _____ day of _____, 20____.

Signature of each owner of the subject property

Print name after signature.

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

SAMPLE RESIDENTIAL SITE PLAN



The Falls City School District is asking for approval for a variance for a modular building at the high school. We are wanting to put the building closer to the street than the high school building. see submitted plans. Reasons are as follows:

1. Ease of pickup and drop off for our parents.
2. Many of utilities are near the street and will therefore have easier connection to the classroom.
3. There should be no negative impact to traffic flow.
4. Placement in the proposed location allows more space for a playground area in the future.
5. The building will be nice looking and blend into the residential area.
6. We have spent extra money on upgrades to the building to make sure that it is aesthetically pleasing to our community.

UTILITY NOTES:
1. PROVIDE POWER TO PROPOSED MODULAR CLASSROOM BLDG. FROM POWER LOCATED OVERHEAD ON N. MAIN STREET.
2. PROVIDE WATER TO PROPOSED MODULAR CLASSROOM BLDG. FROM WATER LOCATED ON N. MAIN STREET. WATER METER BOX LOCATED AT DRIVEWAY NEAR THE NORTHEAST CORNER OF PROPOSED MODULAR CLASSROOM AT EXISTING SIDEWALK.
3. PROVIDE SANITARY SEWER FROM PROPOSED MODULAR CLASSROOM TO EXISTING SANITARY MAIN LOCATED TO THE SOUTH ADJACENT TO THE EXISTING SHOP BUILDING.

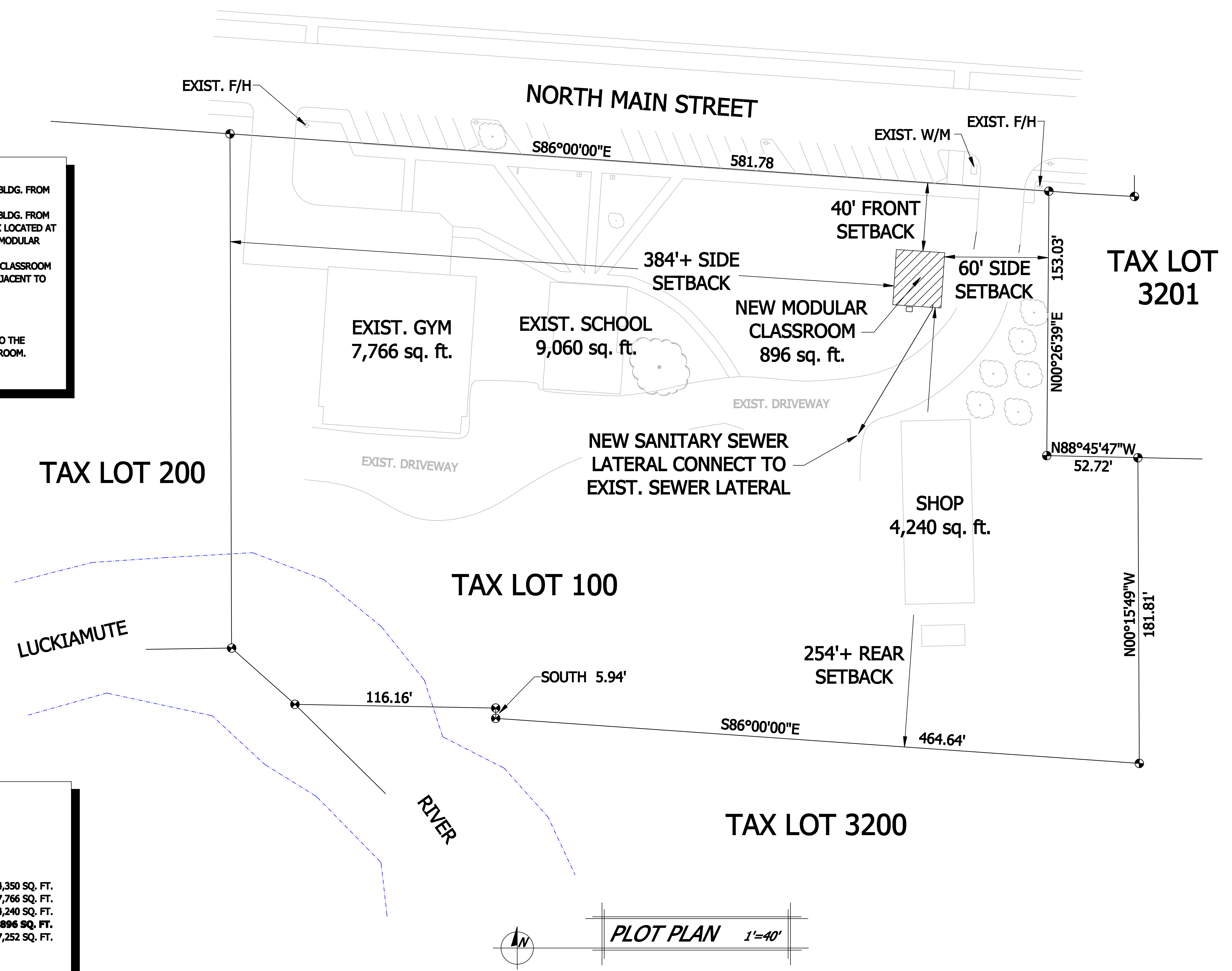
HEATING UNIT:
EXTERIOR HEATING UNIT WILL BE INSTALLED ADJACENT TO THE SOUTHWEST CORNER OF THE PROPOSED MODULAR CLASSROOM. PROVIDE A MIN. 4"THICK CONCRETE PAD AT LOCATION.

- SYMBOL LEGEND:**
- PROPERTY CORNER
 - TREE/BUSH/SHRUB
 - FLAG POLE
 - UTILITY POLE
 - FIRE HYDRANT

ADDRESS NOTES:
111 N. MAIN STREET, FALLS CITY OR 97344
TAX MAP T8SR6W W.M. SEC. 21BD TAX LOT #100
3.76 ACRES (163,785.6 SQ. FT.)

BUILDING SQUARE FOOTAGES:
FALLS CITY HIGH SCHOOL (1ST. FLOOR) 4,350 SQ. FT.
GYM 7,766 SQ. FT.
SCHOOL/SHOP/CARPORT 4,240 SQ. FT.
NEW MOD. CLASSROOM 896 SQ. FT.
TOTAL BUILDINGS SQ. FOOTAGE: 17,252 SQ. FT.

LOT COVERAGE (BUILDINGS):
11% OF PARCEL IS COVERED w/BUILDINGS (NEW AND PROPOSED)



PLOT PLAN & SITE NOTES

1	Initial	Concept	9/2021
2	Revised	Issue	

*DESIGNER IS NOT AN ARCHITECT OR ENGINEER. CONSTRUCTION FROM THESE DRAWINGS SHOULD NOT BE COMPLETED WITHOUT CONSULTING LOCAL BUILDING OFFICIALS AND PROFESSIONAL CONTRACTORS.

Modular Bldg.
for:
Falls City School
District #57

SEACON
DRAWING & DESIGN
1000-1000 Falls, OR 97344
(503) 244-1000
Drawing Your Dream Since 1981

Plot: 11C-0021
Date: SEPT. '21
Sheet: 2 of 2
AS-Noted

These minutes are supplemented by electronic recordings of the meeting, which may be reviewed upon request to the City Recorder. Audio files of the Council meetings can be found at City Hall at 299 Mill Street.

FALLS CITY CITY COUNCIL

MONDAY, JANUARY 10, 2022

The Falls City City Council met in regular session on Monday, January 10, 2022 at 6:06 p.m. in the Community Center located at 320 N. Main Street.

Council Members Present:

Council President Amy Houghtaling, Councilor Jennifer Drill, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles

Staff Present:

Mayor TJ Bailey, City Manager AJ Foscoli, City Recorder Jeremy Teal

AGENDA

ACTION

Announcements, Appointments, Appreciations & Proclamations

There were none.

Public Comment

There were none.

Public Hearing

Variance 2021-02: 206 Pine Street
Mayor Bailey opened the public hearing at 6:15 p.m.
Staff Report:

Mr. Jenkins gave his staff report regarding the variance 2021-02 of setback requirements.
There were none

Comments from Council

Council President Houghtaling asked if emergency vehicles would make it through the property. Mr. Jenkins stated there were no concerns from the Fire Department.

Comments from Public

There were none.

Rebuttal

There were none.

Mayor Bailey closed the public hearing at 6:25 p.m.

It was moved by Councilor Sickles to adopt Variance 21-02 with conditions. The motion was duly seconded by Council President Houghtaling and carried with a vote of 6-0.

Consent Agenda

- a) Departmental Year to Date Statements

Councilor Jirovec gave a quick overview of how a city budget for each department would look and how to read it.

REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

- a) Election of Council President

Councilor Drill nominated Councilor Houghtaling. The motion was duly seconded by Councilor Dennis Sickles and carried with a vote of 6-0.

<p>Mayor Report</p> <p>b) Parks & Rec Committee Report</p> <p>c) Public Works Committee Report</p> <p>d) Historic Landmark Committee Report</p> <p>Councilor Comments</p>	<p>Mayor Bailey gave his verbal report to the Council.</p> <p>Parks & Rec Committee had no report.</p> <p>Public Works Committee had no report.</p> <p>Historic Landmark Committee had no report.</p> <p>Council President Houghtaling announced the Health Fair would be January 21 from 4-5:30 p.m. at the community center.</p>
<p>REPORTS FROM CITY MANAGER & STAFF</p> <p>a) Falls City Fire Report</p> <p>b) Polk County Sherriff Report</p> <p>c) Falls City Public Works Report</p> <p>d) City Manager</p>	<p>Chief Young stated the Toys for Tots was a huge success in 2021 and were on schedule for another successful year in 2022.</p> <p>He noted he would like to start planning for the future of the fire dept. He reported that 122 was bought with \$25,000, but was on a downhill slide, and repairs were starting to add up. He stated his goal was a quicker more mobile unit that anyone could drive. He mentioned that firefighting had changed over the years with more medical calls and a brush truck could fulfill all those needs. He noted that a new truck ordered in May of 2021 wouldn't be delivered until June of 2022 and that he would like to move forward with the levy for 2023.</p> <p>Chief reported that the fire department had been assisting SW Polk with calls with no mutual aid agreement. He noted that a new plan was needed, and reimbursement was important. He noted that Falls City had been on 91 calls for SW Polk with no compensation.</p> <p>Councilor Sickles asked if the board had been notified. Chief stated that they had and there had been no response. He also noted that SW Polk pulled \$25,000 out of the fire budget when they cancelled their mutual aid agreement with Falls City. Council President Houghtaling stated the fire department needed to push for the May 2022 election for operating costs. Councilor Jirovec suggested \$1.25 per thousand for the levy.</p> <p>It was moved by Councilor Meier to pursue a fire levy for \$1.25 per thousand for the May 2022 election. Councilor Drill duly seconded the motion</p>

	<p>and was carried by a vote of 6-0.</p> <p>Mayor Bailey suggested a workshop or committee to sit down with SW Polk to discuss reimbursement. Council President Houghtaling suggested coming up with a list of call with costs to present to SW Polk.</p> <p>It was moved by Council President Houghtaling to direct staff (Chief Young, Assistant Chief Volk Greve, and City Manager Foscoli) start conversations with SW Polk regarding reimbursements. Councilor Sickles duly seconded the motion and it carried with a vote of 6-0.</p> <p>Chief Young stated the Falls City needed adequate protection for the town moving forward. Council President Houghtaling asked the cost of a new brush truck. Chief Young noted the truck would cost \$96,000. Council President Houghtaling asked if the down could be made when the levy was passed. Chief Young mentioned that the bootleg fire money might work. Councilor Drill asked if the ARPA funds could be used for the down payment. City Manager Foscoli stated the regulations are changing daily and it could be a possibility.</p> <p>City Manager gave his report to the Council. Mr. Foscoli stated the property at 139 Sheldon was offered to Falls City from the County for \$1.</p> <p>It was moved by Council President Houghtaling to direct the City Manager to agree to purchase the 2.3 acre parcel of land at 139 Sheldon Ave. for the price of \$1 from Polk County. The motion was duly seconded by Councilor Drill and carried with a vote of 6-0.</p>
RESOLUTIONS Resolution 1-2022: A RESOLUTION ADOPTING NEW MONTHLY SEWER RATES ON JANUARY 10, 2022	<p>City Manager Foscoli presented his staff report for Resolution 1-2022. He noted that Polk County expressed helping with the cost of the project.</p> <p>A roll call was taken and Mayor Bailey declared Resolution 1-2022 to have PASSED with a vote of 6-0 with Councilors Drill, Jirovec, Meier, Sickles, Sickles, and Council President Houghtaling voting YES.</p>
GOOD OF THE ORDER	<p>Mayor Bailey thanked the council for their patience and diligence.</p>

ADJOURN	There being no further business the meeting was adjourned at 7:49 p.m.
Read and approved this ____ day of _____ 2022.	
Mayor: _____	
ATTEST:	
City Recorder: _____	



OFFICIAL USE:
BUSINESS LICENSE NUMBER:
 2022-0001

299 Mill Street, Falls City, Oregon 97344

Phone: 503.787.3631 Fax: 503.787.3023

www.fallscityoregon.gov

This organization is an equal opportunity provider

APPLICATION FOR CITY BUSINESS LICENSE

TERM OF LICENSE
JULY 1, 2021 – June 30, 2022

Check one:

First Time License: ☐

Renewal: ☒

Falls City Municipal Code 110.01- First time business licenses shall be reviewed and approved by City Council prior to a license being issued to a business for the first time.

Business Name: FALLS CITY MARKET. Zoning: COMMERCIAL
previously (FRINK'S MARKET)

Owner(s): F&R MARKETING CORPORATION

Location of Business: 319 N MAIN ST. FALLS CITY, OR 97344

Mailing address (if different): _____

Business Phone: (503) 787-8036 Business Fax: _____

Email Address: FADIG32001@MSN.COM

Website: N/A

Number of Employees: Self-only _____ Part-Time _____ Full-Time _____

Home-Based Business: (Circle one) YES NO

Please review the list of business types below and circle the most appropriate classification.

110000 Ag, Forestry, Fishing & Hunting

420000 Wholesale Trade

210000 Mining

440000 Retail

220000 Utilities

480000 Transportation Warehousing

230000 Construction

510000 Information

310000 Manufacturing

520000 Finance & Insurance

Revised June 02, 2020

City of Falls City Business License

530000 Real Estate/Rental & leasing
 540000 Professional, Scientific, Technical
 Services
 550000 Management of Company & Enterprises
 560000 Admin Support/Waste Management &
 Remediation
 610000 Education Services

620000 Health Care & Social Assistance
 710000 Arts, Entertainment & Recreation
 720000 Accommodation & Food Services
 810000 Other Services (excluding Public
 Admin)
 920000 Public Administration

PRODUCTS SOLD OR SERVICES RENDERED

GROCERY, DELI, CIGARETTES, TOBACCO, BEER & WINE, OTHERS.

DESCRIBE AVAILABLE PARKING

ON PROPERTY AND STREET

IMPACT ON LOCAL TRAFFIC

NONE

ENVIRONMENTAL IMPACTS (i.e. noise, waste products, odors, storage of hazardous materials)

N/A

**DOES THE BUSINESS COMPLY WITH REQUIRED BUSINESS RECYCLING AS DEFINED
 IN FALLS CITY MUNICIPAL CODE SECTION CHAPTER 53.04.150: BUSINESS
 RECYCLING (See Attached)**

YES ☐ NO ☐

OREGON STATE LIQUOR CONTROL COMMISSION (OLCC):

Will alcohol be sold on the premises? (Circle one): YES NO

If YES, provide OLCC PREMISE # 54780 OLCC LICENSE
 # 330702

COUNTY AND STATE LICENSING INFORMATION:

State Business Registry #: _____

Please describe information pertaining to Polk County or State Issued Licenses that you currently hold.

FEE SCHEDULE. Resolution 2013-03 defines business license fees.

Type of License	Employees	License Fee
Home Occupation, no employees	0 (Self)	\$50.00
Home Occupation, with employees	1 +	\$75.00
Commercial	n/a	\$100.00
Temporary		Same fee as business licenses categories

I hereby certify that the information contained herein is true to the best of my knowledge. I agree to abide by all applicable codes and ordinances of the City of Falls City and to correct any hazards or violations as they may pertain to the above business. Issuance of this license does not guarantee that the site or use conforms to the City of Falls City land use regulations.

NAME:

FADI F HARB

BUSINESS NAME:

FALLS CITY MARKET (PREVIOUSLY FRINK'S MARKET)

SIGNATURE OF APPLICANT:

[Signature]

Office Use Only:

RECEIVED BY: STDATE: 2/9/22TYPE OF LICENSE: CommercialAMOUNT PAID: 100.00RECEIPT #: 759486APPROVED BY: [Signature]

DATE COUNCIL APPROVED: _____

CONDITIONS OF APPROVAL:

**FALLS CITY FIRE REPORT FOR MONTHLY ACTIVITIES
FOR CITY COUNCIL MEETING FEBRUARY 14TH, 2022**

Emergency Calls for January 2022

Medical	Fire Structure	Fire Grass	MVA FC RD	Power Lines	Burn compl	Pub Assist	SW Calls	TOTAL FOR JAN
15	0	0	3	0	3	1	3 MVA 1 Bur n Comp	22

We are happy to welcome two new adult volunteer recruits! They will be completing their probationary period for permanent membership, attending many drills and assisting as support personnel on calls.

The department has been completing improvement projects that were afforded through grant money, such as a new wall mounted flat screen for power point classes, several new electrical outlets in the training room, and a new copy /printer/fax office machine to replace a second- hand machine which needed repairs. The repair parts were no longer available. We were able to replace it with a new one, which cost less than the actual repairs would have been.

Also, through grant money, we have recently purchased wild land gear and equipment, preparing us for the up coming wild land fire season. For the first time, every fire fighter now has their own jacket, pants, helmet, and safety gear for fighting grass and wild land fires.

This week the Chief and Sharon, along with AJ, attended a newly formed group with the County Emergency management director, and other county officials to discuss and implement an Emergency Evacuation Plan for Falls City. Many good ideas were shared. An evacuation map along with means to provide visible evacuation routes are now being created. (I will leave further details to AJ to report) :-)

COVID still seems to be prevalent with our medical patients, and has kept our medical emergencies higher than Pre-COVID days. To date, all of our members are healthy and able to help on calls whenever possible.

With the Council's support, we are planing our campaign/info to the community to ask for their support in a continuation of our current fire bond. The Bond would allow us to purchase a second Brush Truck to replace old Engine 122. Not only does this allow us to replace an old engine that needs costly repairs, but provides us with a multi-use, versatile truck for both fire and medical calls. The smaller truck provides quicker response to further -out areas, is easier to maneuver in tight driveways, and is easy for all volunteers to drive. As you know, our other Brush truck has now earned the City, over \$23,000. on conflagration fires it's first two years in service. We could potentially earn much more with a second truck. We appreciate the Council's support to move forward with this project. The May ballot is our target, with a possible November ballot if May fails.

Thank you for your continued support for the Fire Dept and for all your hours of time and hard work for our Community!

Stay well,

Respectfully submitted
Sharon Volk Greve
Assistant Chief
Falls City Fire Dept
Cell: (503) 871-5140

Falls City Fire Dept. Volunteer Activity Report February 2022

	Name	Rank/Cert	DPSST	Active "Yes" or "No"	
1	Albert, Lori (4-11)	Eng /EMT I	12941	Y	
2	Bishop, Julee' (2-07)	Sup.Prob F F/M	24016	Y	
3	Creekmore, Donna (8-18)	Chaplain		Y	
4	Creekmore, Jonathon G. 10-07	AC/EMR	24943	Y	
5	*Cushway, Mason (11-2019)	Junior (F/M)		Y	
6	Dunmire, Brody(5-20)	Prob FF		Y	
7	Jennifer, Drill (9-19)	Prob FF		Y	
8	Epperson, Jay (7-20) (1-14)	Cpt. EMR	14346	Y	
9	Frink, Kevin (12-22)	Prob FF	New	Y	
10	Gilbert, John (9-06)	BC/EMR	23390	Y	
11	Inman, Larry (5-19)	Prob FF/M	15572	Y	
12	Maxfield, Justin (2-22)	Prob FF	New	Y	
13	Richardson, Abbey (9-18)	ProbFF	38799	Y	
14	Schwarz, Hannah (7-20)	Prob. Junior		Y	
15	Schwarz, Staci (9-19)	Sup Prob/FF/M		Y	
16	Schwarz, Jeff (5-17)	Junior Prob FF/ M		Y	
17	Schwarz, Jon, Jr. (5-16) Adult 12-19	Prob FF	37498	Y	
18	Schwarz, Jon, Sr. (5-17)	Prob FF/M	37498	Y	
19	Smith, Paul (1-96)	BC /EMR	11555	Y	
20	Volk Greve, Sharon (2-96)	AC/EMT I	11590	Y	
21	Young, Robert (1-82)	Chief EMR	06608	Y	

Report submitted by Sharon Volk Greve, Assistant Chief, Falls City Fire and EMS Feb. 3rd, 2022

**** We have added two new members, and deleted 4 previous members, changing total number of volunteers. svg**

**REPORT TO SHOW SWF CALLS WITH
FCF RESOURCES AT SCENE
(FCF AID SWF)**

JANUARY 1ST, 2018 THRU DECEMBER 31ST, 2021

CALL TYPE	2018	2019	2020	2021		4- YR CALL "TYPE" TOTAL	
HOUSE	1	2	2	2		7	
FIRES	1	2	2	1		6	
FIREN	1	2	2	1		6	
SMOKEN		2	4	4		10	
GRASS	3	3	5	5		16	
TREE FIRE			2	1		3	
CAR FIRE				2		2	
CRASH/MVA		6	12	18		36	
TRAP/RESCUE			1			1	
OTHER/WIRE			2	2		4	
NAT. GAS			1			1	
ODOR			1			1	
SPILL			1			1	
MEDICALS	3	20	18	12		53	
PUB ASSIST	1	2				3	
YEARLY CALL TOTALS =	10	39	53	48	150	150	

****Key:** HOUSE (House Fire). FIRES (could be any fire, outside usually, like a burn pile). FIREN (fire in some type of building). SMOKEN (Usually, smoke inside a structure). GRASS (Grass Fire) PUB ASSIST, (can be any type of assistance, where no medical care was provided. Lifting a heavy patient, turning off a water line, helping someone into their car to go to the hospital, etc.)

Prepared by Sharon Volk Greve,
Assistant Chief
Falls City Fire Dept.
Cell: (503) 871-5140

****Updated 2-9-2022**



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report February 14, 2022

Introduction

Happy Valentine's Day! It's hard to believe that it has already been a whole year since the Ice-storm, but you might not be surprised to hear that our office is still dealing with FEMA to sort out the emergency reimbursement process. Depending on the eligibility requirements that FEMA uses to assist communities, we may receive \$13,000 to offset some of the public infrastructure damage we incurred. As we are (hopefully) nearing the end of that process, I thought it best to inform you of the potential influx of these funds to offset the expenditures from that event. On a different note, our staffing challenges due to turnover in our Public Works worker position are continuing, but the novel approach of hiring multiple part-time employees to break up the tasks of one single full-time PW worker are paying dividends, nonetheless. We will for the foreseeable future continue this format of dividing the various tasks held by a single position into 2-3 part-time positions to give more flexibility in scheduling and above all, to help mitigate the burnout effect that is evident from the 5 people who have held that position in the past 2 years. We look forward to introducing the new staff to the council at the earliest opportunity.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Thanks to the approved CDBG grant dollars we will receive for this project, we are moving forward with the Preliminary Engineering Report (PER). This planning document is required by state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. In addition, based on guidance from our state and federal partners, we will apply part of the CDBG funding to pay for USDA's Cultural Resource Survey, and the USDA SEARCH grant to pay for the aforementioned PER. As part of the PER, the 401 Water Quality Certification process with DEQ is nearly complete, as well as the Wetland Delineation Report with the Army Corps of Engineers and the Department of State Lands Joint Application Permit. Westech's management of these integral documents is proceeding according to schedule, and based on the current timetable, the next milestone is for all of documentation of the PER to be completed in early 2022, for submission to USDA for their review.

In a related note, I will be going in front of the Polk County Board of Commissioners again to formally request ARPA funding assistance for the wastewater treatment facility project during Q1 of 2022. This will be the second time I present to the Board, as I want to update them of the increases in cost to the project that have been precipitated by inflation, COVID disruptions to

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

the supply chain, and competition for contractors from other projects. In the meantime, I have reached out to our State Representative Anna Scharf to request \$2.5 million in infrastructure funding support in order to offset the increased costs. As soon as the short session ends, we will know if that request has been approved or not.

Luckiamute Clinic Business Space – We are continuing to deal with the heating and electrical issues at this building. City Hall has worked on getting the proper power to the building, and after some scheduling challenges from various vendors, has enlisted Custom Comfort Heating & Air to install a heat pump and room units within the next couple of weeks. The bid from this company has come in at just slightly more than half of the previously quoted estimates and since they were open to installing within February, as opposed to late March, we have decided to award them the project. City Hall is still working with Falls City Thrives to submit an application to Polk County for their Economic Development Grant to offset the full cost of the HVAC project, thus having no fiscal impact to the city.

Code Enforcement & Municipal Court – The city of Dallas has hired a new Code Enforcement officer and will be onboarding him in the next two months. We expect that he will be able to follow-up on the work that Mark Lapinskas had begun as of early April. Depending on his schedule in the next few weeks, he will attend an upcoming council meeting in order to introduce himself.

Towing Services – No update on this at this time.

Emergency Escape Routes out of Falls City – City staff, including the City Manager, Fire Chief and Deputy Fire Chief, met with Polk County's Emergency Manager to begin discussions on what a Falls City EOP (Emergency Operations Plan) might look like, vis-à-vis the County EOP's Plan. The meeting was attended by Polk County's Public Works Director, a Sheriff's Office representative (as they oversee evacuations), and the GIS Programmer/Analyst (oversees all digital mapping in Polk County) and focused on the potential escape routes based on the most likely emergency scenarios. Community outreach before an emergency, as well as emergency communications during an emergency were discussed and we will be following up with easy-reference maps, numbers & instructions to assist residents in being prepared.

TextMyGov Implementation – City staff has been working with TextMyGov to get the flyers and widgets embedded in our website to help people navigate how to use the texting download of FAQs, documents and event schedules. Digital launch is imminent.

Sincerely,



AJ Foscoli

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.



Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

STAFF REPORT

TO: HONORABLE MAYOR, AND CITY COUNCIL
FROM: CITY MANAGER, AJ FOSCOLI
SUBJECT: CUSI SOFTWARE UPDATE
DATE: 2/14/2022

BACKGROUND

The current Utility Billing System by CUSI (CBSW - Continental Billing System for Windows (FoxPro) was developed in 1997 and Falls City began using it in 2004. Even though a newer version (Utility Management Solution) has been available since that same year, we have been using the original system that is rapidly approaching obsolescence.

SUMMARY

During a normal workday both the Utility Biller and our City Recorder will answer several questions from customers regarding their account, as well as taking payments. The system currently in use has its limitations when it comes to how many customer pages can be open, often leading to slow customer service when helping someone in the office in person, and customers over the phone. As the current system we use is nearing obsolescence, and after hearing a presentation from CUSI regarding the latest iteration of their newer version, it seems apparent that we need to explore the possibility of updating our Utility Billing System.

Among the notable benefits and improvements of the newer system are:

- Modern cybersecurity standards and practices to keep customer data safe
- Enhanced customer control of their account anytime, anywhere
- Multiple payments, multiple customers in one transaction
- Multitask with multiple windows open at once
- Send email and text messages to all or groups of customers with attachments
- Email alerts for customers
- Paperless Billing Email, Online, SMS Text Notices & Billing
- Credit card chip readers available
- Rate-increase assistant eases changes to rate schedule

STAFF RECOMMENDATION

Staff recommends that the City Manager enter into an agreement with CUSI for an update of their Utility Billing System.

PROPOSED MOTION

Recommend a motion to direct the City Manager to enter into an agreement with CUSI for an update of their Utility Billing System.

ATTACHMENTS

- A- CBSW to UMS Update
- B- Falls City UMS Update Quote

CBSW to UMS

Moving to the Next Generation of Utility Billing Software with CUSI

History of CUSI Utility Billing Software

TWB

cbsw

ums

1984 – The Water
Bill (MS DOS)

1997– Continental
Billing System for
Windows (FoxPro)

2004 – Utility
Management
Solution (.NET &
SQL)



The Next Generation of Software

1. Prepare for the **next 30 years** with the cutting-edge technology in UMS
2. Capture, *automate*, and schedule your business logic to save time and money
3. Protect your utility with modern cybersecurity standards and practices to keep your customer data safe
4. Provide superior **customer service** by allowing your customers complete control of their account anytime, anywhere
5. Monitor utility *performance* with financial and service order dashboards displaying key performance metrics over time

The Big Questions

- Will Visual FoxPro continue to work?
 - VFP applications **will** continue to work and run on current Microsoft operating systems for the foreseeable future, however the development platform will not be expanded or updated for new operating systems or security protocols.
- Do I need to migrate from CBSW to UMS today?
 - No you don't *need* to today, but you might *want* to if you are looking for newer integrations and features or wanting to evolve beyond your current FoxPro application.
- Will CUSI stop developing and supporting CBSW?
 - CUSI will continue to develop and support CBSW as long as there is an active customer base that needs support.

The bottom line: It's time to start thinking about your future budget and moving to a modern technology platform

UMS Features

Operational Features

- UMS is faster due to its SQL database and .NET architecture
- Easier to customize and configure
- UMS provides a CBSW-style menu to help with re-training

Customer Service Features

- Multiple payments, multiple customers in one transaction
- Multitask with multiple windows open at once
- You can perform a cancel and rebill within UMS
- Send email and text messages to all or groups of your customers with attachments
- Email alerts for customers

Latest Technology

- Developed Using C# and ASP.NET Best Practices
- Microsoft SQL Server and .NET framework Are More Secure
- Current Development of Browser Based Application
- UMS has a SQL Backend that Performs Faster Data Retrieval for your Customer Web Portal

Decrease Operating Costs

- Integration possibilities – Accounting, Field Services, Metering, and Payments
- Financial and service order dashboards show key performance metrics
- Browser Based Mobile Service Orders
- Schedule Billing and Delinquency Calculations
- Schedule Financial Report Delivery by Email
- Automated Backup, Maintenance, and Optimization Tools
- Email Alerts for Administrators
- Paperless Billing – Email, Online, SMS Text Notices & Billing

Increase Revenue

- Credit card chip readers available
- Rate increase assistant lets you quickly make changes to your rate schedule.
- UMS provides a formula based rate calculator
- Revenue Audit Analysis – Rate Code, Metering, Financials

Application and Data Security

- Latest cyber security standards
- FIPS compliant database and data transfer encryption
- PCI DSS data security standards for payment applications and devices
- Role based custom user security levels
- Complete user audit and tracking capability

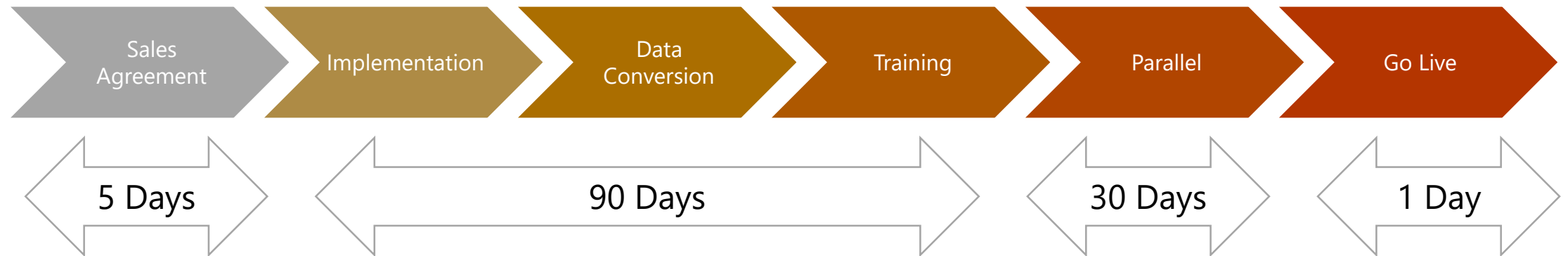
Cyber Security Focused Architecture

CBSW was developed before modern security standards, in fact CBSW was created before the internet became mainstream.

UMS Security Features

- 3rd Party Penetration Testing
- AES 256 Encryption
- FIPS 140-2 Compliance (Federal Information Processing Standard)
- Fully Encrypted Database
- Fully Encrypted MD5 Hashed Passwords

Migrating from CBSW to UMS



Final project plan to be determined by Implementation Team based on size and complexity.

What CBSW Clients are Saying About UMS

Greater Operational Efficiency

- UMS reporting is far more comprehensive and better serves our management needs
- The many new features are well thought out and are big time savers. Just makes my work easier.
- The process wizards make the application easy to learn and minimize mistakes.
- Our staff is able to multi-task able to calculate post and generate statements from different billing cycles at the same time.
- The ability to export reports to Excel allows us to create spreadsheets to better manage and analyze data.

Improved Customer Service

- With the ability to open multiple windows we can now access more information faster, being more responsive to our clients.
- The application is easier to navigate significantly reducing customer service call times
- It was important to modernize our application to make sure we can continue to provide the best service to our customers.

Modern Technology

- The SQL database has dramatically decreased processing, calculation, and report generation times. What used to take hours now takes minutes.
- The SQL database has eliminated the need to archive data, allowing us to access more data history
- UMS provides allows us to easily integrate with more applications and devices.
- Our management was concerned about Cyber Security Risk and wanted a modern Microsoft based application.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2239

Quote #: Ir220126135138

Sales Agreement

January 26, 2022



City of Falls City

PO Box 160

Falls City, OR

97344

AJ Foscoli

(503) 787-3631

manager@fallscityoregon.gov



Economic Summary

Utility Billing Solution

IT Services

Up-Front

Monthly

Annual

\$10,220.00

\$0.00

\$1,400.00

Total

\$10,220.00

\$1,400.00

Billing and Payment Terms

90% Upon Contracting. 10% Upon Go Live. Cusi shall invoice all amounts due per the defined payment terms. Client shall make payment 15 days from date of invoice.

Sales Agreement



City of Falls City
PO Box 160
Falls City, OR
97344

AJ Foscoli
(503) 787-3631
manager@fallscityoregon.gov

UMS On-Premise Utility Billing Software

500 Service Location Licenses	\$1.50	\$750.00
3 Named User Licenses	\$500.00	\$1,500.00
1 Field Service Licenses	\$250.00	\$250.00

UMS On-Premise Utility Billing Software Core Modules

1 ACH Bank Draft (First Layout Included)	Included
1 Electronic Payment Module	Included
1 Secure Ebill Module	Included
1 Website API - Customer Web Portal	Included

Add-On Modules

1 IVR Module	\$1,000.00	\$1,000.00
1 Text Messaging Module	\$1,000.00	\$1,000.00

Standard Flat File Data Exchange Interfaces

1 Advanced Metering Interface (AMI) - Sensus	\$1,000.00	\$1,000.00
--	------------	------------

Technical Support & Maintenance - Annual Service

Annual Technical Support & Maintenance:	\$1,400.00
800 Line Voice, Online, Email Support, Client Services Website, Application Updates	

Sales Agreement



City of Falls City
PO Box 160
Falls City, OR
97344

AJ Foscoli
(503) 787-3631
manager@fallscityoregon.gov

UMS On-Premise Implementation Services

1	Advanced Data Conversion Package for up to 475 Locations Includes 1 year data conversion of customers, locations, usages, readings, deposits, meter information, owner records and backflow data. *Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.	\$2.00	\$950.00
1	CUSI Certified Implementation Includes Business Requirements Gathering, Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management	\$1,600.00	\$1,600.00
2	Days of CUSI Certified Online Training Includes Application Training for All Users as Contracted	\$800.00	\$1,600.00

Travel expenses for on-site work will be billed separately.



CONTINENTAL UTILITY SOLUTIONS, INC.

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January 26, 2022

Sales Agreement



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97344

AJ Foscoli
(503) 787-3631
manager@fallscityoregon.gov



Economic Summary

UMS On-Premise Utility Billing Software	\$5,500.00
Technical Support & Maintenance - Annual Service	\$1,400.00
UMS On-Premise Implementation Services	\$4,150.00
2022 CBSW to UMS Services Discount	-\$830.00
Total	<u><u>\$10,220.00</u></u>



Comments

This contract has discounted services and reduced training days assuming that City of Falls City will use CUSI Academy, Webinars, and will not require new business requirements.